



# Northeastern Catholic District School Board

## EDUCATIONAL EXCURSIONS

Policy Number: E-19

Authority: 18-33/20-71/23-67

### POLICY STATEMENT

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The Northeastern Catholic District School Board is committed to providing our learners with diverse opportunities outside of the classroom setting. The NCDSB believes that educational excursions and other experiential learning opportunities allow our students to explore and experience the Ontario Curriculum and Ontario Catholic Graduate Expectations in different, meaningful ways. We believe that all such opportunities must be designed to enhance the spiritual, academic, cultural, social or athletic components of the school program.

### REFERENCES

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#### *Education Act*

Ontario Physical and Health Education (OPHEA) Guidelines

NCDSB Policy

E-31 Volunteers in Schools

NCDSB Procedure

APE019-1 Educational Excursions

APE019-2 Use of Private Vehicles to Transport Students

### DEFINITIONS

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#### **Education Excursion**

Activities in accordance with the *Education Act*, whereby students leave the school property for a specific learning experience.

#### **High Risk Activity**

An activity that requires specialized expertise and certified instruction including but not limited to swimming, outdoor education programs, and downhill skiing.

### POLICY REGULATIONS

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- 1.0 All Educational Excursions must receive pre-approval by the appropriate authority, in advance of the scheduled excursion.
- 2.0 Educational Excursions must:
  - i) be as inclusive as possible, address provisions for students with special education needs and consider accessibility requirements for all participants;
  - ii) be designed to ensure accessibility to all students regardless of financial status or means of an individual family;

- iii) be appropriate to the age, maturity, experience, health, skill, physical abilities and exceptionalities of the participants;
  - iv) ensure proportional educational value in relation to the time spent travelling, the time spent on the activity and the cost to each student;
  - v) support the personal and academic development of students and align as much as possible with curriculum expectations and the Ontario Catholic Graduate Expectations;
  - vi) include adequate supervision under the direction of a teacher or an NCDSB employee; and
  - vii) comply with educational health and safety standards.
- 3.0 Safety shall be given the highest priority when planning and/or approving Educational Excursion opportunities.
- 4.0 High risk activities must be identified and appropriate consent for participation is required. Participants shall complete the necessary training programs as provided by a certified instructor.
- 5.0 The Principal shall oversee all provisions of this policy and related procedures including, but not limited to:
- i) ensure that the quantity and nature of activities is appropriate and aligned with the goals of Catholic Education;
  - ii) ensure that no student, staff member or school program is adversely impacted;
  - iii) ensure that signed, informed parent consent has been obtained in advance of any field trip and/or excursion;
  - iv) ensure that the details of a field trip and/or excursion are shared with families and other staff members in advance the scheduled activity;
  - v) ensure that for out of province travel, all students have the appropriate medical and cancellation insurance; and,
  - vi) comply with all financial expectations and accounting principles of the NCDSB as it relates to the planning, implementation, and delivery of an experiential learning activity.
- 6.0 Students on any educational excursion are expected to maintain the standard of behaviour and deportment as indicated in the code of conduct of the school.
- 7.0 Administrative procedures will accompany this policy to protect the health, safety, and well-being of students and staff.